**MANAGEMENT FEE CALCULATION WORKSHEET**

**(*For Agreements with Small LHA Owners with 1-199 units*)**

Use this worksheet to calculate the Maximum Management Fee and Executive Director Salary from Fee.

|  |  |
| --- | --- |
| **Owner LHA:**  **Management Agent:** |  |
|  |

**Step 1. Calculate the Maximum Management Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Owner’s LHA Calculated Salary Maximum: | = | $ | (a) |
|  |  |  |
| Multiply (a) by 1.25 | = | $ | (b) |
|  |  |  |  |
| Enter (b) | = | $ | **1** |
| *This is the Maximum Management Fee (annual).* | | | |

**Step 2. Enter the Negotiated Management Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Enter the negotiated Management Fee (annual) | = | $ | **2** |
| *This amount can be less than, but must not exceed (1) above.* | | | |

**Step 3. Calculate the Maximum Executive Director Salary from Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Percent based on Size of Management Agent | = | % | (a) |
| If Management Agent has 1 - 199 Units, enter 40% |  |  |  |
| If Management Agent has 200 - 499 Units, enter 30% |  |  |  |
| If Management Agent has 500 - 999 Units, enter 20%  *If current salary cap has been reached & managing multiple LHAs enter 10% (bonus is capped at 10% of management fee)* |  |  |  |
|  |  |  |  |
| Enter (2) from above | = | $ | (b) |
|  |  |  |  |
| Multiply (a) and (b) | = | $ | **3** |
| *This is the Maximum Executive Director Salary from Fee (annual).* | | | |

**Step 4. Enter the Board-Approved Executive Director Salary from Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Board-Approved Executive Director salary from Fee | = | $ | **4** |
| *This amount can be less than, but must not exceed (3) above.* | | | |

**Step 5. Amendment to Management Fee   
*(complete only if amending an existing, EOHLC-Approved Management Services Agreement)***

|  |  |  |  |
| --- | --- | --- | --- |
| Enter the Approved Management Fee | = | $ | **5** |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Increase (Decrease) in Fee | = | $ | **6** |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Amended Management Fee | = | $ | **7** |
| *This amount may not exceed the total of (1) above plus the % increase in ANUEL  for the Owner’s budget year.* | | | |

**Step 6. Amended Board-Approved Executive Director Salary from Management Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Percent based on Size of Management Agent | = | % | (a) |
| If Management Agent has 1 - 199 Units, enter 40% |  |  |  |
| If Management Agent has 200 - 499 Units, enter 30% |  |  |  |
| If Management Agent has 500 - 999 Units, enter 20% |  |  |  |
|  |  |  |  |
| Enter (7) from above | = | $ | (b) |
|  |  |  |  |
| Multiply (a) and (b) | = | $ | **8** |
| *This is the Maximum Executive Director Salary from Fee (annual).* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Amended Board-Approved Salary from Management Fee | = | $ | **9** |
| *This amount can be less than, but must not exceed (8) above.* | | | |